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SUPPLY DIVISION WEEKLY REPORT
PERIOD ENDING 18 JANUARY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.


II. Items/Events of Major Interest that have Occurred During the Preceding Week:

A. Inventory Control System (ICS) Purification Project:

During the warehouse location validation process currently underway at Central Depot (CD), a system glitch was discovered involving the loss of warehouse locations when materiel is moved to an excess holding allocation. CD/MFB and SMB have met on this problem and are developing procedures to resolve it. As part of Supply Division's ICS purification program prior to the implementation of LIMS, problems similar to the one cited above will, when discovered, be brought to the attention of the applicable activity for corrective action. (U) 


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B. Inventory and Audit Section (IAS), OSB/SD:

On 18 January 1983, the newly reorganized IAS commenced operation at Central Depot. A one hundred percent inventory of Allocation 31 (Medical) materiel at CD is being conducted as a shakedown for the new section and the recently modified inventory procedure. (U) 

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C. Document Disposal:

Approximately thirty cubic feet of old documentation has been disposed of in preparation for moving furniture and filing cabinets to allow the installation of new carpeting in rooms 3G20 and 3G23. (U) 

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SUBJECT: Supply Division Weekly Report, Period Ending 18 January 1983

D. Colloquial Names:

The Analytical & Catalog Section has agreed, after a meeting with the Office of Communications technicians, to rewrite approximately 200 item descriptions to include a colloquial item name immediately following the approved item name. This will be a continuing program with additional colloquial names added to the item description as they are identified. (U)

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E. Slow & Non-Moving Items:

Supply Management Branch, in its continuing effort to reduce slow and non-moving items, has processed R.I.A.'s for 1385 line items with a total dollar value of \$1,470,908.46 in the past two weeks. The majority of the items are to be placed in the Allocation 16 Agency excess listing. (U)

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III. Significant Events Anticipated During the Coming Week:

Negative.

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CENTRAL DEPOT WEEKLY REPORT

PERIOD ENDING 17 JANUARY 1983

1. Items or Events of Major Interest that have Occurred During the Preceding Week:

25X1



e. Storage and Issue Section Unit II: In coordination with LSD/BSB ninety-two safes for BSB stock were relocated from the Depot to Building No. 5. Shipment consisted of thirty-eight 2-drawer and fifty-four 4-drawer safes. To date, 207 safes have been removed from the Depot - 115 [redacted] as a stock relocation and the above 38 safes for BSB stock.

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SUBJECT: CD Weekly Report Period Ending 17 January 1983

25X1 f. Classification, Repair and Disposal Section (CR&DS): Processed
25X1 six pallet loads of OTS sensitive technical equipment for secure dis-
posal [redacted] All of this materiel had been stored for several years
in Section A, Room 113. This area has now been vacated by OTS and is
available for other uses. [redacted]

25X1 g. Vehicle Maintenance: Vehicles - two Chevrolet utility trucks
were received and one cargo van was released to the Office of Security.
[redacted]

h. Miscellaneous:

25X1 Furniture Delivery-Participated in joint discussions with LSD/
Building Services Branch regarding furniture deliveries to Agency buildings
in the Washington, D.C. area. Effective 17 January 1983, LSD/BSB will
assume responsibility for delivery of all furniture, including both metal
and wood, safes, system furniture, etc., to Agency components outside of
the Headquarters building. Purpose of the meeting was to define respon-
sibilities, establish procedures, paper flow, etc. [redacted] will
provide a 10-ton truck and staging area within the Depot for materiel
that is being released from stock, coming from Lot Storage or through
Receiving on direct delivery. Building Services Branch will provide a
truck driver and laborers for handling materiel. A back-up driver will
be on call from Freight Traffic Branch in case of emergencies. Building
Services Branch will schedule deliveries to the respective Agency buildings
and coordinate pickup of materiel from the Depot with the Materiel Facili-
ties Branch. [redacted]

25X1 CPR Training-A CPR training course is scheduled to commence
17 January 1983 for Depot personnel. Training will be conducted over
a four day period and will consist of one all-day session Monday and then
two-hour sessions each day Tuesday through Thursday. Follow on courses
will be scheduled at a later date. [redacted]

25X1 i. Addendum: A forklift training class is scheduled to begin on
Monday, 17 January 1983. Six students have been enrolled for the 1 1/2
day session. New Depot employees and one OL careerist, scheduled for
an overseas assignment, have been enrolled in the course. Films pertinent
to forklift operations were shown to 56 Depot employees on Wednesday,
12 January 1983 as part of a refresher course and to promote safety in
forklift operation. [redacted]

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SUBJECT: CD Weekly Report Period Ending 17 January 1983

25X1 j. Receiving Branch: A meeting was held with [REDACTED], BSB,
25X1 on 12 January 1983 to discuss a new procedure for receiving furniture
25X1 for BSB. This procedure will be implemented on 17 January 1983. [REDACTED]
[REDACTED]

25X1 k. Small Purchases Section (SPS): SPS received requisitions for 472
line items and processed receiving documents for 428 line items. Expen-
ditures for this period were \$60,458.53. [REDACTED]

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